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JOB DESCRIPTION - PRODUCTION SUPERVISOR

DEPARTMENT: Production

JOB TITLE: Production Supervisor

REPORTS TO: Plant Superintendent

PURPOSE: The purpose of this job is to supervise and coordinate all operator duties ensuring the production of a quality product.

JOB DUTIES:

Supervisory Duties:

- Coordinates production area work flow.
- Troubleshoots production processes including the following:
 - Assists, maintenance/utility person with repairs due to equipment/machinery breakdown or notifies appropriate personnel to access outside repair services
 - Ensures the flow of production, redirecting production employees to areas of the process needing immediate attention or support
- Provides safety training according to established policies and procedures.
- Conducts/provides training for production personnel
- Provides Plant Superintendent with input for hiring production personnel and work performance evaluations

Other Duties

- Generates and directs work orders to Maintenance Supervisor on needed equipment/machinery repairs
- Assists with the regular maintenance procedures on equipment/machinery used in the production area
- Maintains needed inventory and places order with internal staff
- Operate fork lifts and non-motorized pallet jacks as required

JOB REQUIREMENTS:

1. General knowledge of production processes.
2. Problem solving ability to maintain consistent and steady flow of product.
3. Knowledge of machinery/equipment used in production processes.
4. Ability to prepare equipment for operation, and the ability to learn new equipment operation.
5. Ability to work effectively with subordinates; train, monitor and evaluate employees to assure the accurate and complete production process.
6. Ability to troubleshoot malfunctions in equipment/machinery and perform minor repairs.
7. Ability to interpret and work from oral and written instructions.
8. Sustained physical effort required to move through various work areas; climbing, sampling, monitoring work areas.
9. Basic math skills.
10. Ability to legibly document data for record keeping purposes.
11. Ability to operate fork lift and/or pallet jacks.
12. Knowledge and ability to implement all safety techniques and mandated sanitary rules and regulations in accordance with established policies and procedures.
13. Ability to remain calm and professional during peak periods of activity.
14. Ability to handle multiple tasks simultaneously.
15. Ability to work daily and overtime as required.
16. Ability to assist in other work related areas as required.

BASIC PHYSICAL REQUIREMENTS:

Approximate: 8 Hour Day (may be longer during peak season)

Key: Occasional = 0% to 33% N/A = Not Applicable
 Frequent = 34% to 66%
 Continuous = 67% to 100%

Standing Continuous
 Sitting Occasional
 Walking Continuous
 Bend/Kneel/Crouch/Stoop Occasional
 Reaching Above Shoulder Occasional
 Climbing (stairs, ladders, etc.) Frequent
 Confined Spaces Occasional

Working on Heights:

Unprotected Heights Occasional
 Protected Heights Frequent

Lifting Weights from 10 to 100 Pounds Occasional

Push/Pull/Maneuver Equipment/Products/Materials weighing from 10 to 100 pounds Frequent

Being Around and/or Operating moving machinery/equipment Frequent

Operating a vehicle (as a part of your job) N/A

Read/Monitor Gauges on various equipment/machinery Frequent

Hand Movements:

Recording Data Occasional
 Operating Office Equipment Occasional
 Operate Computer Occasional
 Simple Grasping (right & left) Frequent
 Firm Grasping (right & left) Frequent
 Fine Manipulating (right & left) Frequent

Foot Movements to Operate Foot Controls Occasional

Vision: 20/20 vision or corrected to normal; or the ability to access required information and to perform job duties:

YES
YES

Color Definition Required:

Hearing: Good hearing or corrected to normal; or the ability to communicate/understand required information and to perform job duties:

YES

Mobility: Ability to be mobile throughout required work areas, please indicate frequency such as occasionally, frequently, continuous.

Office Occasionally
 Multiple locations N/A
 Plant Continuous
 Equipment/Maintenance or Repair Area Occasionally
 Rough terrain N/A
 Other N/A

BASIC MENTAL REQUIREMENTS:

This job requires the mental capabilities to analyze situations, problem solve, logical thinking in maintaining production schedules as required by the job duties. Additionally, this employee must be able to handle multiple tasks and understand mechanical and equipment operations.

WORKING CONDITIONS AND EXPOSURES:

The working conditions for this job include the following:

- Exposure to chemicals, caustics, cleaning components
- Temperatures ranging from freezing to extreme heat
- High noise level
- Tile and concrete floors
- Machinery and Equipment
- Extended work hours
- High exposure to dust

SAFETY TRAINING:

Right to Know
Lock Out - Tag Out
Hazardous Materials/Chemicals
Regular Safety Meetings
Emergency Procedures
Personal Protective Equipment

OTHER TRAINING:

On the Job Training
Employee Handbook
Company Film

JOB QUALIFICATIONS:

Age Requirement: 18 (to operate equipment)

Education: High School Degree

Experience: Five (5) years stable work history in areas such as production, manufacturing preferred

Supervisory experience helpful.

"Note: This is not necessarily an exhaustive list of the job duties and requirements associated with this job, but is intended to represent an accurate reflection of the current job."

JOB DESCRIPTION ACKNOWLEDGEMENT

Job Title: Production Supervisor

YES ____ NO ____ I have been provided a copy of the job description, or the job functions have been explained to me.

YES ____ NO ____ I understand the requirements of this job.

Date

Applicant Signature